



PROJECT ADMINISTRATIVE COORDINATOR

FUNCTION OF POSITION

The Project Administrative Coordinator manages the administrative, financial, and logistical aspects of a USAID-funded education project, supporting the Project Specialist in the overall good functioning of the project.

RESPONSIBILITIES

1. Financial Management (40%)

- Develops, maintains, and tracks the overall project budget, including the budgets for individual project activities.
- Develops and submits the internal and USAID financial reports.
- Provides monthly current expense tracking and projections for the project budget.
- Manages timely obligation and payment requests for all training event expenses.
- Manage cash advances to support on-site travel allowance disbursements and supplies purchases during training events.
- Develops action plans for managing the excesses or deficits of the project budget.
- Responsible for all financial tracking related to closing the project.

2. Events Management (40%)

- Develops terms-of-references for all project activities in the soliciting of bids and selection of venues.
- Coordinates with training event venues, including pre-event ocular inspections, equipment needs, on-site oversight of rooms and meals, and assists in facilitating the resolution of any issues.
- Arrange all participant travel (ground travel allowances, airline tickets, lodging, bus rentals, etc.).
- Travels to attend project-related events and meetings throughout the Philippines, including Mindanao.
- Performs all administrative functions regarding the planning for project-related meetings, conferences, seminars, and workshops.

3. Inventory Management (10%)

- Manages all project supplies and equipment throughout during all project activities.
- Creates purchase orders for office and event supplies.

4. Organizational Responsibilities (10%)

- Works closely with the Admin unit of Peace Corps – Philippines to ensure that all financial information regarding the project is current, accurate, and in compliance with USAID regulations; informs Admin of all upcoming anticipated expenditures.
- Takes on other duties at the request of the Director of Programming and Training and / or the Country Director.

The exercise of this position requires carrying cash and/or purchase orders as directed by the Contracting Officer. The responsibilities of this position do not include functioning as a procurement officer or disbursing official. In the case of dealing with vendors, the incumbent advises the Contracting Officer on the best offers available to the project.

REQUIREMENTS

- Four-year college graduate (bachelor's degree) in finance, accounting, business administration or business management.
- At least two years of relevant professional work experience in finance and administration, including at least one year relevant work experience with an international organization or implementing partner organization.
- Advanced skills in project administration and coordination, budget management, and fund accounting.
- Past relevant experience in events management, including venue monitoring and travel coordination.
- Advanced proficiency in Microsoft Excel; working proficiency in Word and Outlook.
- Advanced proficiency in English (speaking and writing) and Tagalog. Ability to produce documents in English that are correct, concise and polished. Ability to communicate clearly and respectfully with multiple levels of contacts.
- Respect and appreciation for different religious and cultural beliefs and practices.

ADDITIONAL DESIRED SKILLS

Ideal candidates, in addition to the above minimum requirements, will also possess the following:

- Relevant work experience with USAID-funded project.
- Relevant work experience with fund accounting for an NGO.
- Outstanding organizational and planning skills, including the ability to handle multiple tasks.
- Proficiency in at least one of the major languages spoken in the target region of Mindanao (e.g., Bisayan, Ilonggo)
- Understanding of challenges in project implementation in fragile or conflict-affected areas.

POSITION ELEMENTS

- This position is directly supervised by the Director of Programming and Training. The incumbent performs routine work with minimal supervision, establishes priorities based on assigned deadlines, and works in partnership with the Project Specialist to accomplish project activities. This is not a supervisory position.
- This position requires travel up to 30% of the time, including occasionally to Mindanao.
- The incumbent exercises judgment on project budget-related costs and expenditures, training participant travel allowances, and all financial-related donor (USAID) compliance issues.
- Time expected to reach full performance level: six months

HOW TO APPLY

Interested applicants for this position should submit the following:

- A cover letter stating why you are qualified for this position and specifically addressing the following points:
 - Your technical expertise and experience in fund accounting, project coordination, and events management;
 - Your skills in budget creation, management, and analysis;
 - Any prior experience with USAID- or IO-funded projects, especially in Mindanao or in the education sector.
- A current resume or curriculum vitae with a recent picture
- Any other documentation (e.g. references, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position.

Applicants should submit a current resume or CV, cover letter and supporting documentation **NOT LATER THAN DEC. 20, 4:00PM** to:

U.S. Peace Corps
6th Floor PNB Financial Center
D Macapagal Avenue
Pasay City 1308

Applications may be sent via e-mail to Jay Villapando (vacancy@ph.peacecorps.gov)